

Time & Stress Management – “How to better organize Your Life”

Stressed out? This course is designed for employees who seek to employ proven strategies that will help them build more control into their professional and private lives. To those who find that responsibilities far exceed time available, this session will help you understand what causes stress. Emphasis will be placed on evaluating what is most important to your department and organization and how to manage effectively without experiencing constant stress.

By the end of the session, you will be able to:

- Identify key causes of stress in your life.
- Understand the difference between stress and distress
- Differentiate between a “Stress Seeker” and a “Type A” personality
- Understand how to deal with the stress at work and at home
- Identify your personality style, tortoise, hare, thoroughbred
- Practice stress management techniques
- Create a stress management plan
- Identify key time management principles
- Develop and enhance your skills
- Write long-term goals, both professional and personal
- Understand how you are currently allocating your time
- Implement a time management log
- Identify skills and techniques for overcoming procrastination
- Development good time management skills
- Improve your organizational skills to help make better use of your time.
- Understand what stress is and how it effects you
- Gain awareness of how to use basic stress management techniques
- Learn how to set goals and manage priorities to reduce and improve performance

Date: March 16, 2010
Time: 8:30am – 12:30pm
Cost: \$50.00 per participant
\$35.00 for each additional participant within
the same agency
Location: FIU, Biscayne Bay Campus



Other programs offered:

Administrative Professional Certificate Program –

January 27, 28, 29, 2010
FIU, Biscayne Bay Campus - WUC 157

Business and Telephone Etiquette

February 4, 2010
FIU, Biscayne Bay Campus - WUC 157

Business Writing & Grammar –

March 10 & 11, 2010
FIU, Biscayne Bay Campus - WUC 157

Customer Service Essentials –

February 25, 2010
FIU, Biscayne Bay Campus - WUC 157

Grant Writing Certification Program

October 2010
To Be Announced

Office Professionalism –

March 25, 2010
FIU, Biscayne Bay Campus - WUC 157

Records Management Certification –

January 28 & 29, 2010
FIU, Biscayne Bay Campus - WUC 157

Trigger-Proof Your Way to Success: 12 Tools to Keep Your Cool and Confidence in the Workplace

April 8, 2010
FIU, Biscayne Bay Campus - WUC 157